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COUNCIL MEMBERS  
TOWN ATTORNEY  
TOWN MANAGER  
TOWN CLERK**

## *Town of Fort Myers Beach*

### **Town Manager's Weekly Report October 1, 2010 to October 7, 2010**

Note: The following group of departmental reports covers the period from Friday of the preceding week through Thursday of the current week. These reports provide a brief summary of departmental activities most often related to issues or actions of specific interest. It is not, nor is it intended to be a detailed or exhaustive list of every activity happening within our Town. This is provided to the Mayor and Council in order to help them remain better informed. In turn, the Council has asked staff to post the reports on the Town's website for the benefit of our residents and businesses.

The Town Manager completed the review of candidates for Community Development Director and selected Mr. Walter Fluegel for the position. He has accepted a conditional offer of employment. Condition in that he must fulfill pre-employment requirements such as background check, etc. His tentative start date is October 18, 2010. We look forward to working with Mr. Fluegel in this important area of Town responsibility.

Our new Zoning Coordinator Melissa Zone submitted her resignation this week. She was recruited by Travis County, Texas (Austin area) to author their very first Land Use plan. The position is a substantial step up for her in both career and pay, and we wish her well. We will wait until the new Community Development Director comes on board to hire a replacement.

Public Works Director Cathie Lewis advises that the final work product on the Potable Water system update from AECOM is near completion and will be available very soon. Our Town Attorneys have completed their review for recommended revisions of the sign ordinance and we can now move forward with this important issue.

To: Terry Stewart, Town Manager  
From: Michelle Mayher, Town Clerk  
Date: October 7, 2010  
Re: Departmental Reports

**From the Clerk's Office**

**Records Requests**

The Clerk's office has responded to the following records requests:

- Information regarding the salary and terms of office for the town council members
- Information regarding the employment contract for the town manager
- The following request has been received, not yet fulfilled:

A request for:

- (1) All code and ordinance violations reported or initiated, either by the public or the Town for Fort Myers Beach for the months of May, June, July, August, September and October to the date of the request (October 6, 2010) for the year 2010.
- (2) A copy of all inspection reports made by the Town of Fort Myers Beach in reference to request (1).
- (3) Any and all information as to who authorized the initiation of the above referenced request (1), (2).

**Miscellaneous**

The Town of Fort Myers Beach received the printed, bound Code of Ordinances books. We received 25 copies, and each council member and each department has received a copy. Once we adopt the codes by ordinance, (slated for the November 1, 2010 meeting), our website will have a link to the Municipal Code Corporation's site, who will host our ordinances.

The Town Council made several new appointments to the Town's advisory boards and committees. The Town Clerk sent each new appointee a congratulations and welcome letter along with information regarding the committee to which they were appointed and a copy of the 2010 Guide to the Sunshine Amendment from the Florida Commission on Ethics.

The Town Clerk provided complimentary notarial service for islanders who were filing their declaration of domicile.

We are moving forward with plans for the 2010 Volunteer Appreciation Dinner at DiamondHead Beach Resort. The invitations have been sent out, the gifts have arrived and we are putting together the program, certificates and name badges.

Together with the Town Attorney, the Clerk's office has scheduled a Government in the Sunshine Seminar to be held at town hall on Tuesday, October 26, 2010 at 2:00 PM. Invitations have been sent to all the advisory committees and boards, town council, town staff, the FMB fire commission and staff and the FMB Library board and director.

To: Terry Stewart, Town Manager  
From: Evelyn Wicks, Finance Director  
Date: October 7, 2010  
Re: Weekly Activities

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The Finance Department staff worked on the following projects and activities for the week of September 30<sup>th</sup> through October 7<sup>th</sup>

#### Finance and Accounting

Month-end and year-end activities continue. We submitted the renewal of the Town's Certificate of Exemption (sales tax) to the Department of Revenue. We have completed the Customer Satisfaction Survey for the Finance Department. These surveys are available at the front desk. The Town's *Basic Financial Statements* for the year ending September, 2009 have been posted on the State Auditor General website as required. The website is [www.myflorida.com/audgen](http://www.myflorida.com/audgen).

#### Budget

The new budget has been entered in the Town's accounting system and I am preparing line item summaries for each department for the new budget year. I will be submitting the annual required forms to the State of Florida regarding adoption of the Town's budget. The State annually verifies that all government agencies are in compliance with the TRIM regulations.

#### Insurance

I have reviewed the insurance coverages for the upcoming year including the Town's general liability, workers compensation, auto, flood and special event coverage.

#### Human Resources

Lisa and I reviewed the new payroll requirements and regulations for W-2 reporting beginning January 2011.

## **Cultural Resources Weekly Departmental Report 10-1 to 10-7-10**

### Educational Programs

A presentation on the Mound House and Calusa prehistory was made to 80 members of the Marco Island Historical Society on Tuesday, October 5 at Marco.

Thirty-two members of Shell Point Retirement Community visited Mound House on Thursday, October 7<sup>th</sup> and generously made a \$320 donation for the program.

Forty-seven members of the Marco Island Historical Society visited Mound House on Friday, October 8<sup>th</sup> and generously made a \$250 donation for the program.

### Meetings/Events

Theresa Schober attended the advisory committee appointments portion of the Monday, October 4<sup>th</sup> Town Council meeting and prepared materials for the October 18<sup>th</sup> meeting.

Theresa Schober met with separately Evelyn Wicks and Barbara Anderson Hill to draft a facility use agreement for Seven Seas at Newton Park.

On October 5<sup>th</sup> Matt Schuld traveled to Palmdale to meet with the owners of Gatorama to discuss heritage tours and a heritage trail within the Fisheating Creek Wildlife Management area.

On Wednesday, October 6<sup>th</sup>, Theresa Schober met with Terry Cain of Lee County Parks & Recreation to discuss the Treasures of the Sea program previously offered by the Town and Monofilament Madness to be held at Mound House on Sunday, October 31<sup>st</sup>.

Theresa Schober prepared packets for and served as staff liaison to the Community Resource Advisory Board on Thursday, October 7<sup>th</sup>.

### Other News/Projects

Began review of job applications submitted for three part time positions in Cultural Resources.

Week of October 1, 2010 – October 7, 2010

## **Public Works Department**

### **Bay Oaks Recreation Campus –**

- On October 1, 2010 the pool will began reduced hours of operations. The pool is now open Monday, Wednesday, Friday and Saturday from 10:00 AM – 6:00 and Sunday 12N – 6:00PM.
- Bay Oaks Advisory Committee meeting was held on October 7, 2010. In addition to their regular businss they reorganized with Betty Simpson re-elected as Chairperson and Rick Loughrey Vice-Chairman. They also discussed the issues that they will bring before Council at the joint meeting that is being scheduled.-
- Aerobics classes will resume in November; Zumba classes will continue through the summer; acting classes will continue on Wednesday's through the summer.
- At the bi-weekly staff meeting staff discussed up coming programs and events, including the annual Fright Night, fund raising activities for the teens, improvements to the water aerobics classes and seniors programming.
- Upcoming Events/Rentals –
  - Bush Gardens Hallow Scream trip scheduled for the teens for October 9, 2010 has been rescheduled for October 15, 2010 due to lack of attendance.
  - Annual Halloween Haunted House – October 22 & 23 -Bigger and better this year – The lay-out for the “haunted house” is finished and construction is beginning. Games and activities have been set with some new things added. The costume contest will be held Friday, October 22, 2010 at 7:30 PM. Volunteers will be needed for construction, set-up, during the event and breakdown – contact Bay Oaks if interested.
  - NBA – Fit Dribble, Dish & Swish – October 8, 2010, 6:00PM – for youth between the ages of 7-12. The National Basketball Association provides all the supplies needed for the program including prize ribbons. Bay Oaks staff is organizing and running the event.
  - Karate Tournament – October 15, 2010, 9:00 – 5:00 PM. This will hopefully become an annual event and is being organized by the Karate program instructor.
- Adult Softball – Planning started for the league scheduled to begin in late October – Contact Bay Oaks to sign up.

### **North Estero Blvd. Drainage Improvement Project**

- The bi-weekly construction meeting was held on October 7, 2010. Following the meeting a field meeting was held to walk through the easement areas that will be needed for placing the FPL electric crossings underground. Surveying will begin in upcoming weeks.
- Slot pipe installation is continuing on the gulf side of the roadway. Curbing and sidewalk construction is following behind the slot drain installation. Field changes continue on a regular basis due to conflict issues. SUSI continues to be quite willing to work through these on-going issues with Town staff.
- Work is continuing on the replacement seawalls, completion is expected the week of October 11, 2010 at which time construction of treatment areas 4 & 5 will begin.

- SUSI is experiencing some vandalism to fresh concrete work, but it has leveled off this week.

#### Fort Myers Beach Water Utility

- The Lee County Interlocal Agreement has been received for the emergency potable water inter-connection and is being reviewed by the Town Attorney.

#### General

- Various quarterly reports associated with grants have been worked on this week –
  - West Coast Inland Navigational District (WCIND) – Marine Law Enforcement and Mooring Field Maintenance
  - FDEP Clean Vessel Act – Maintenance and Pump-Out
  - Hazard Mitigation Grant Program (HMGP) – North Estero Drainage Project and Basin Based Neighborhood Project
  - SFWMD - Water Sip Grant – Hydrant Flushers (Annual Report) and North Estero Drainage Project
- The Inter-Local Agreement for trolley service has been received and is being prepared for the October 18, 2010 Council meeting.
- The letter that was drafted to State and Federal Representatives associated with the Laguna Shores dredging project requesting assistance has been sent.
- Veolia finished distributing recycling containers to all residential properties. Single stream recycling began on Wednesday, October 6, 2010. The new days that are planned for pick-up are: Recycling and Yard Waste – Each Wednesday and Trash – Each Thursday.
- Single stream recycling will be implemented at Town Hall, Bay Oaks and Community Pool by Friday, October 8, 2010.
- Beach Access Recycling – October is being used as a control month, recycling will be collected for the months of November, December, and January with another control month in February.
- Effective October 1, 2010, Hurricane Re-Entry Passes will no longer be issued on a walk in basis. Should the Town be faced with a storm, passes will be issued at that time. All questions should be forwarded to Town Hall at 239-765-0202.
- Special Events –
  - Event applications received this week –
    - Paint the Beach Painting Contest, November 10-14, 2010, at Santini Marina Plaza and Fish Tale Marina
    - Almost Acoustic Christmas Concert, December 5, 2010, at Old San Carlos Blvd. and First St.
  - One permitted special event is scheduled for this weekend -
    - Pirate Festival, October 8-10, 2010, at Old San Carlos Blvd. – the road will be closed from 1<sup>st</sup> to 3<sup>rd</sup> Sts. The event will run from each day
- Times Square – Maintenance staff has completed paintings the pavers. Touch up and trim work is being finished up.
- Mooring Field –
  - Average occupancy for the month of September was 15 boats.